

State of California
DUTY STATEMENT

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH-Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-		Unit Grounds Presence		
Class Title Psychiatric Technician – Grounds Presence		Location Wellness Center		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R18	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the direction of the Assistant Clinical Administrator, the PT on the Grounds Presence Team, is supervised by the Nursing Coordinator. The PT provides supervision of patients in various contexts and promotes a safe and secure environment that supports therapeutic and rehabilitative treatment of patients served. The PT performs duties and responsibilities that require the ability to work independently and high level of initiation with sound clinical judgment and to respond to situations appropriately and effectively. The PT is alert to safety and security with regards to patient care, visitors, and the environment.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
35 %	<u>ESSENTIAL FUNCTIONS</u> <ul style="list-style-type: none"> Provides a basic level of general and psychiatric nursing care to mentally ill and emotionally challenged patients commensurate with age of patients served. Adheres to all policies and procedures concerning health and safety of the environment and protection of patients, staff, and visitors from physical and environmental hazards. Provides structures and maintains therapeutic milieu in collaboration with patients and other staff. Monitor off unit/grounds areas for contraband and environmental hazards. Utilizes proactive measures to promote safety and security through vigilant observations, recognition and management of potential issues. Conducts walkthroughs on various units for safety/security checks Engages with Visitors and encourages their interest in the patients' welfare Participates in daily morning report meetings with the GPT to review all patient incidents.

35 %

- Actively supervises patient activities/special events including unit routines, grounds/off unit activities, conducting random searches upon patients' return to units, orienting patients of boundaries on grounds and monitor out of bounds areas.
- Uses therapeutic interventions/modalities to assist patients to regain/improve their adaptive skills and decrease maladaptive behavior, establishing effective therapeutic relationships with patients.
- Assists Clinicians with Treatment Planning Programs or interventions for patients
- Monitor patients for suspicious activity, congregating, passing contraband, and initiate response immediately as necessary.
- Escorts patients to intra-hospital and to outside community services (ie. Video conferences, medical service appointments, etc).
- Communicate with the units for any problems with patients' behaviors, and provide documentation (Incident Reporting).

15 %

- Demonstrates and exercises skill in identification of and response to emergency situations.
- Knowledgeable of unit and hospital emergency-care equipment, techniques and protocols.
- Responds to all emergency alarms in the assigned response area.
- Knowledgeable of hospital and unit disaster plan and protocols.
- Leads and facilitates all Search and Seizure situations; GPS PT is trained as a Search and Seizure Captain.
- Conducts environmental hazard inspections for off unit areas.

MARGINAL FUNCTIONS

5%

- Assist in the supervision of construction and repair projects on grounds and inspect for contraband.
- Monitor security of vehicles parked on grounds.
- Report any poisonous plants.

5%

- Medication/Treatment is within the PT's scope of licensure and certification; PT performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (finger sticks), catheterization, enemas and taking/charting vital signs.
- Observes for side effects and adverse reactions of medications administered.
- Documents observations and initiates appropriate notifications.
- Observes and records signs, symptoms, behavior and patient response to medications and nursing care per policy and procedure.
- Records as part of the patients' medical record and reports to Shift Lead/other, progress notes summarizing the physical and mental health status (or significant changes) and progress or lack of progress in the attainment of Treatment Plan goals and objectives.

5 %

All other duties and special projects as assigned consistent with this classification.

Other Information	<p>SUPERVISION RECEIVED</p> <p>Under the general direction of the Assistant Clinical Administrator, the PT on the Grounds Presence Team is directly supervised by the Nursing Coordinator.</p> <p>SUPERVISION EXERCISED</p> <p>N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Security procedures public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures; patient behavior and mental health principles and techniques involved in the care and treatment of patients or groups of mentally disordered patients; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; management of assaultive behavior strategies; behavior response interventions; crisis response and management; hospital procedures and protocols.</p> <p>ABILITY TO: Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with treatment teams to provide occupational, recreational, vocational, educational and rehabilitative treatment planning programs for patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. Must be able to actively walk and stand long periods of time as part of the assignments. Must be able to work outdoors in various weather conditions as necessary.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • Ability to work with people in a professional manner. • Operate hand held radios or walkie talkies and demonstrate appropriate communication procedures.
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- Possess defensive driving certification, operate golf cart, bicycle.
- Demonstrate ability to walk throughout hospital grounds and stand long periods for supervision purposes as necessary.
- Ability to create incident reports in Warmss.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Basic computer skills
- See above Site Specific Competencies

LICENSE OR CERTIFICATION –

It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis.

- **Employee in this classification must possess and maintain a valid license to practice as a Psychiatric Technician issued by the California Boards of Vocational Nurse and Psychiatric Technicians.**

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation and annually.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date